

Transaction Identifier Instructions:

In order to determine the information needed for your calculation today we must first understand what you are trying to accomplish. On this page, please select whether you are an individual requiring titling/registration assistance, or if you are representing a dealer.

Next, we need to understand which transaction best fits your needs. Of the options below, which represents what you need to determine a payment for?

- Title and Registration
 - You have recently purchased a vehicle and would like to:
 - Title the vehicle in your name
 - AND Register the vehicle
- Title and Registration Transfer
 - You have recently purchased a vehicle and would like to:
 - Title the vehicle in your name
 - AND Transfer the remaining time of registration from your old vehicle to the new one
- Title, Registration Transfer and Renewal
 - You have recently purchased a vehicle and would like to:
 - Title the vehicle in your name
 - AND Transfer the remaining time of registration from your old vehicle to the new one
 - AND Renew your existing registration to extend its expiration deadline (only applicable if less than 6 months remain on your current registration)
- Title Only
 - You have recently purchased a vehicle and would like to:
 - Title the vehicle in your name ONLY
- Registration Renewal
 - You would like to renew your existing registration to extend its expiration deadline (only applicable if less than 6 months remain on your current registration)
- Registration Original
 - You would like to register a vehicle for the first time
- Registration Transfer
 - You would like to transfer a registration from one vehicle you own to another you own

For the last step on this page we ask that you provide the VIN of your vehicle. With this information we can fill in some of the information automatically and make it easier to calculate the amount owed. If you do not have access to the VIN, you will be required to fill out more fields on the calculator.

Fee Calculator Field Definitions:

Sales Price*

- This is the price for which you purchased your vehicle. This amount **MUST** match the amount listed on your Title; if your vehicle is 5 years old or less then you must submit a notarized SUT 1A (link). Otherwise your tax will be calculated based on the National Auto Dealer Association value for your vehicle.

Vehicle Year*

- Manufactured year for your make and model

New/Used*

- Was the vehicle purchased new or used?

Fuel Type*

- The type of fuel the vehicle uses. Gas (G) is the most common.

Garaged Jurisdiction*

- Please select the county where you will pay personal property tax for your vehicle (**Please Note:** personal property tax is not paid for through Title and Registration transactions and is paid through your county)

Body Type*

- The shape and model of a vehicle. If you have a Virginia Title or a current registration card, it should be listed there. If not, here are some common examples:
 - Ex. Four Door Car = 4D SDN (4D)
 - Ex: SUV = Sport Utility (SU)
 - Ex: Pickup Truck = Pickup (PK)

Tax Title Exempt Code

- Only applicable to dealers and certain business entities
 - If you are a dealer or applicable business entity, please select the exemption category that applies to you. All other customers, please leave blank

Title Number

- The identification number on your title for when you are completing registration-based transactions. If you are completing a transaction where you will be receiving a new title, you may leave this field blank.
 - Only applies to transactions that are registration-only.

VIN

- Vehicle Identification Number
 - This information would be available on your vehicle's title or your registration card

Dealer No

- Only dealers should enter a value here. If you are not a dealer, please leave this field blank.

Dealer Processing Fee

- Some local dealers include a Processing Fee on your purchase order or receipt. You must enter this value if it is present on the receipt from your dealer, otherwise, you may leave this blank.

Axle Count*

- The number of axles on your vehicle. If you do not have a tractor or trailer, this field should be 2.

Customer No 1*

- Your DMV customer number is typically your driver's license number.

Customer No 2

- If you have another owner listed on the title, this is for their DMV customer number, which is typically a driver's license number.

Plate Number

- If you are planning to request a personalized message on your license plate, please enter the message here. Otherwise, you may leave blank. Please note, this does not reserve the personalized message on your record, it simply calculates the cost of a personalized plate.

Plate Type*

- There are a variety of plates to choose from for your vehicle, which may be found here: https://www.dmv.virginia.gov/vehicles/#plate_search.asp
- If you are not interested in a college, military, or other specialty plate, please select the standard plate from the dropdown, which is "Passenger Standard Issue (PAVL)". It helps to start from the bottom and slowly scroll up.

Vehicle Use*

- Will this vehicle be used for:
 - **Private Use**
 - A personal vehicle for an individual
 - **Rental**
 - A vehicle that you plan to rent to customers of your business (Ex: Van Rental Company)
 - **Hire**
 - A vehicle that you plan to use within your business or organization (Ex: Food Delivery Car)

Empty Weight*

- ALL Non-trucks trailers and tractors: The weight of the vehicle exclusive of any load it may carry. All vehicles **except** trucks, trailers, tractors, and semi-trailers are licensed according to empty weight. Please see your vehicle manual, manufacturer's website, or check your driver's side door jamb.

Gross Weight

- Trucks, tractors, and trailers ONLY: The weight of the vehicle, including the weight of the load carried, added to the weight of towed load. Please skip this field if you do not have a truck, tractor, or trailer.

Gross Weight Rating

- ALL non-trucks tractors and trailers: A weight rating assigned by the manufacturer. This cannot be changed by the customer. It is the total of the vehicle, passenger's optional components and the cargo that the vehicle is designed to carry. Please see your vehicle manual, manufacturer's website, or check your driver's side door jamb.

Gross Combined Weight Rating

- Trucks, tractors, and trailers ONLY: A weight rating assigned by the manufacturers. This cannot be changed by the customer. It indicates the combined maximum load weight (vehicle, passengers, cargo, and towed weight) that the vehicle is designed to tow. Please see your vehicle manual, manufacturer's website, or check your driver's side door jamb. Please skip this field if you do not have a truck, tractor, or trailer

Registration Add/Exempt Code

- Non-applicable to most customers. Requires submission of an SUT-3 and other forms to qualify. Please only make a selection in this field if you will be submitting the necessary proof documents, otherwise your fee will be incorrect.

Registration Expiration Date*

- Please enter in MMY format the month and year that you would like your registration to end. For example:
 - For a vehicle's first-time being registered: if today is December 20, 2020 and I want my registration to last for 3 years, I would enter "1223" into this field (Registration Expiration Date: December 2023).
 - For a registration renewal: If your current registration expires November 2020 (1120) and you want your registration to last for 3 years, enter "1123" (November 2023) into this field. You may only change the expiration year (you may not put **0823**)
- Please only enter registration years in the quantities of one, two or three years
- Please note: If you select multiple years of registration, you would pay for all registration fees at once. Customers receive a discount for choosing 2 or 3 years of registration.

Vehicle Transports (For Hire Vehicle Use Only)

- Private Use vehicles may leave this section blank
- If the vehicle is for use in a business or organization, does it carry passengers or property?

Operating Authorities (For Hire Vehicle Use Only)

- Private Use vehicles may leave this section blank
- If the vehicle is used for transporting passengers or property, what is its specific designation

Vehicle Lease or Exempt (For Hire Vehicle Use Only)

- Private Use vehicles may leave this section blank
- If your vehicle is for business or organizational use, does it require an operating authority

Retail Jurisdiction (Mopeds, ATVs, and off-road motorcycles)

- In which jurisdiction was the vehicle purchased? Please note, if you do are not calculating fees for a moped, ATV, or off-road motorcycle, you may leave this field blank.

MPG

- **This is the Miles per Gallon display field, which is not text you are able to edit. This information will only be entered if you included your VIN on the first screen of the Fee Calculator. In order to have accurate fees you must enter your vehicle VIN.**